

WORKING DRAFT
For Discussion Purposes Only

TRAINING

CHAPTER T-1

FEDERAL PERSONNEL MANUAL

U. S. Civil Service Commission
Bureau of Programs and Standards
November 1958

TABLE OF CONTENTS

	Page
Foreword	1
Policy	1
Congressional	1
Presidential	1
Commission	1
Authority	3
Effective Date	4
Transition from Existing Training Programs	5
Coverage	6
Training Activities Covered	6
Meetings Covered	6
Agencies Covered	6
Employees Covered	6
Definitions	8
Responsibilities	10
Agency	10
Commission	10
White House	10
Determining Training Needs and Requirements	11
Establishing Training Programs	12
General Principles, Standards, and Related Requirements	12
Selection and Assignment of Trainees	14
Utilization of Trainees	15
Evaluation	15
Interchange of Training Information	15
Reports	16
Interagency Training	19
Training in Non-Government Facilities	20
General Authority and Requirements	20
General Prohibitions	21
Computing Time in Training	22
Selection of Non-Government Facilities for Training	23
Limitations on Training in Non-Government Facilities	24
Agreements to Continue in Service	26
Commission Review of Programs of Training in Non-Government Facilities	29
Payment of Training Expenses	30
Contributions, Awards, Payments from Non-Federal Sources	32
Appendix	35
Reporting Forms	
Sample Written Agreements	
Sample Recommendations for Training in Non-Government Facilities	

FOREWORD

This paper is a working draft, not an official document. It has not yet been submitted to the Commission or the White House for formal review and approval. Some of its provisions could be put into effect only under terms of a proposed Executive Order which has not yet been issued.

It is planned that the Commission will issue a Training Chapter of the Federal Personnel Manual which will present in a unified, expository form all provisions of law, Executive Order, and regulation governing training under the new Government Employees Training Act. This paper is a preliminary draft of such a chapter, prepared by staff members of the Bureau of Programs and Standards as a device for facilitating and broadening the base of consultation with agencies.

Certain portions of the paper have been prepared on the basis of extensive consultation with an advisory group of representative agencies; other portions have been drafted without benefit of such consultation. At the request of the advisory group, the Commission's staff has attempted to draft the document in its entirety, on the assumption that agencies can review and comment more effectively on the whole than on all the separate parts.

In the pages which follow, provisions of law and Executive Order are enclosed in quotation marks, followed by citations to the source. Proposed regulations are marked with heavy hand-drawn brackets in the margins. Advisory notes (suggestions which are not mandatory) in instructions, and examples are enclosed in typed brackets, [thus].

It has been the staff's objective, in drafting the document, to preserve the flexibility of action which agencies need to operate effective training programs and at the same time provide for such over-all controls and guidance as are required or intended by Congress. Agencies are requested to review the draft thoroughly and carefully and, in the light of this dual objective, submit whatever constructive comments they may have.

Suggestions for additions, deletions, or other revisions which will improve the draft (either in terms of the policy position taken or in terms of presentation) are sincerely desired and will be given careful attention. Such suggestions, routed through and coordinated at the departmental level of the respective agencies, should reach the Commission by December 12.

Address suggestions to: Regulations and Instructions Division
Room 173, Main Building
Civil Service Commission
Washington 25, D. C. (Stop 227)

POLICY

Congressional Policy

"It is hereby declared to be the policy of the Congress--(1) that, in order to promote efficiency and economy in the operation of the Government and provide means for the development of maximum proficiency in the performance of official duties by employees thereof, to establish and maintain the highest standards of performance in the transaction of the public business, and to install and utilize effectively the best modern practices and techniques which have been developed, tested, and proved within or outside of the Government, self-improvement, and self-training by such employees be supplemented and extended by Government-sponsored programs, provided for by this Act, for the training of such employees in the performance of official duties and for the development of skills, knowledge, and abilities which will best qualify them for performance of official duties;

(2) that such programs shall be continuous in nature, shall be subject to supervision and control by the President and review by the Congress, and shall be so established as to be readily expansible in time of national emergency;

(3) that such programs shall be designed to lead to (a) improved public service, (b) dollar savings, (c) the building and retention of a permanent cadre of skilled and efficient Government employees, well abreast of scientific, professional, technical, and management developments both in and out of Government, (d) lower turnover of personnel, (e) reasonably uniform administration of training, consistent with the missions of the Government departments and agencies, and (f) fair and equitable treatment of Government employees with respect to training; and

(4) that the United States Civil Service Commission shall be responsible and have authority, subject to supervision and control by the President, for the effective promotion and coordination of such programs and of training operations thereunder." (Sec. 2, P.L. 85-507)

Presidential Policy

"Training and development of employees is an essential aid to efficient operation of the Federal Service and to attainment of its program goals. It is therefore the policy of the Executive Branch to plan and provide for training and development of employees as an integral part of its responsibility for the effective conduct of its affairs."

(White House Directive of January 11, 1955)

Commission Policy

Recognizing that the training of employees is a necessary and inseparable function of management, it is the policy of the Commission, in carrying out its functions under the Act and Executive Order:

- 1) To provide agency heads maximum flexibility to operate their training programs in the way which best fits their own special needs;

- 2) To require the minimum amount of administrative recording and reporting consistent with the Act, and to rely on established inspection procedures for any additional information necessary to enable the Commission to inform the President on the status of training in the Federal Service;
- 3) To encourage and assist agencies in the establishment of adequate training programs by providing information, written guides, and advisory services to the extent that resources permit; and
- 4) To stimulate, promote, coordinate and facilitate interagency training efforts.

AUTHORITY

The Government Employees Training Act, printed in full on pages Z1-117 - 126, provides broad authority for agencies to train their civilian employees and to send them to meetings concerned with agency functions or the management or supervision of such functions. It also authorizes (subject to Presidential regulation) specified types of non-Government organizations to make and Government employees to accept (a) contributions and awards connected with training and (b) payment of expenses connected with meetings.

This Chapter presents the provisions of this Act, the regulations that the Commission has issued to implement the Act, and related information to guide agencies in carrying out their activities under the Act.

EFFECTIVE DATE

Public Law 85-507 became effective July 7, 1958, the date of its approval. With the exception of a small number of provisions identified in the Act itself, the authorities contained in the Act became available on its effective date to all agencies covered by the Act.

In the absence of statutory provisions to the contrary, any program established after July 7, 1958, for the training of employees covered by the Act must be in conformity with the Act.

TRANSITION FROM EXISTING TRAINING PROGRAMS

→ Training under programs in effect on July 6, 1958, may be continued and completed without regard to the provisions of the Act, provided training under these programs is initiated before the end of a transitional period that the Act prescribes. The length of this transitional period depends, in part, upon agency action. If an agency establishes a training program under authority of the Act before April 3, 1959, the transitional period ends for that agency when the new program is placed in effect. If an agency does not establish a program under the Act before April 3, 1959, the transitional period ends for the agency on that date.^{1/}

This transitional authority is contained in the following provisions of the Act:

"In order to facilitate the transition from existing Government training programs and notwithstanding any provision of this Act to the contrary or the repeal or amendment of any provision of law thereby, the education, instruction, and training, either within or outside the Government, of employees of any department, under any program in effect immediately prior to the date of enactment of this Act, may be initiated, continued, and completed until the expiration of the day immediately preceding (1) the day on which such department shall have placed in effect, in accordance with section 7 of this Act, a program or programs of training or (2) the first day following the date of expiration of the period of two hundred and seventy days following enactment of this Act specified in such section 7, whichever day first occurs. All such education, instruction, and training initiated or uncompleted prior to the day specified in clause (1) or the day specified in clause (2) of this section, whichever day first occurs, may be continued and completed under such program on and after such day." (Sec. 20, P.L. 85-507) ←

"Nothing contained in this Act shall affect (1) any contract, agreement, or arrangement entered into by the Government, either prior to the date of enactment of this Act or under authority of section 20, for the education, instruction, or training of personnel of the Government, and (2) the respective rights and liabilities (including seniority, status, pay, leave, and other rights of personnel of the Government) with respect to the Government in connection with any such education, instruction, and training or in connection with any such contract, agreement, or arrangement." (Sec. 22, P.L. 85-507)

^{1/}If an agency has special training authority in its appropriation act covering Fiscal Year 1959, its "transitional period" extends through June 30, 1959.

COVERAGE

Training Activities Covered

"The term 'training' means the process of providing for and making available to an employee, and placing or enrolling such employee in, a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, administrative, or other fields which are or will be directly related to the performance by such employee of official duties for the Government, in order to increase the knowledge, proficiency, ability, skill, and qualifications of such employee in the performance of official duties." (Sec. 3(5), P.L. 85-507)

This definition covers all activities -- both formal and informal -- that are commonly covered by the designation "training and education" of employees. It includes in-service, out-service, and inter-agency training, as these terms are commonly used.

Meetings Covered

"Hereafter any appropriation available to any department for expenses of travel shall be available for expenses of attendance at meetings which are concerned with the functions or activities for which the appropriation is made or which will contribute to improved conduct, supervision, or management of those functions or activities." (Sec. 19(b), P.L. 85-507)

Agencies Covered

Agencies to which the Act applies are designated "departments" by the Act. This term is defined as follows:

"The term 'department', subject to the exceptions contained in section 4, means (A) each executive department, (B) each independent establishment or agency in the executive branch, (C) each Government-owned or controlled corporation subject to title I or title II of the Government Corporation Control Act, (D) the General Accounting Office, (E) the Library of Congress, (F) the Government Printing Office, and (G) the municipal government of the District of Columbia." (Sec. 3(2), P.L. 85-507)

Agencies specifically excepted by Section 4, are (1) the Tennessee Valley Authority and (2) any corporation under the supervision of the Farm Credit Administration of which corporation any member of the board of directors is elected or appointed by private interests.

Employees Covered

All civilian officers and employees of agencies to which the Act applies are covered by the Act unless specifically excepted. The following specific exceptions are included in the Act:

"This Act shall not apply to --

- (1) the President or Vice President of the United States,
- (2) the Foreign Service of the United States under the Department of State,
- (3) any corporation under the supervision of the Farm Credit Administration of which corporation any member of the board of directors is elected or appointed by private interests,
- (4) the Tennessee Valley Authority,
- (5) any individual appointed by the President by and with the advice and consent of the Senate or by the President alone, unless such individual is specifically designated by the President for training under this Act, and
- (6) any individual (except an officer of the Coast and Geodetic Survey in the Department of Commerce) who is a member of the uniformed services as defined in section 102(a) of the Career Compensation Act of 1949, as amended, during any period in which he is receiving compensation under title II of such Act." (Sec. 4(a), P.L. 85-507)

DEFINITIONS

The law defines a number of terms, as follows:

"For the purposes of this Act --

- (1) the term 'Government' means the Government of the United States of America and the municipal government of the District of Columbia;
- (2) ...1/
- (3) the term 'employee', subject to the exceptions contained in section 4, means any civilian officer or employee in or under a department, including officers of the Coast and Geodetic Survey in the Department of Commerce;
- (4) the term 'Commission' means the United States Civil Service Commission;
- (5) ...1/
- (6) the term 'Government facility' means any property owned or substantially controlled by the Government and the services of any civilian and military personnel of the Government; and
- (7) the term 'non-Government facility' means (A) the government of any State, Territory, or possession of the United States, the Government of the Commonwealth of Puerto Rico, and any interstate governmental organization or any unit, subdivision, or instrumentality of any of the foregoing, (B) any foreign government or international organization, or instrumentality of either, which is designated by the President as eligible to provide training under this Act, (C) any medical, scientific, technical, educational, research, or professional institution, foundation, agency, or organization, (D) any business, commercial or industrial firm, corporation, partnership, proprietorship, or any other organization, and (E) any individual not a civilian or military officer or employee of the Government of the United States or of the municipal government of the District of Columbia. For the purposes of furnishing training by, in or through any of the foregoing, the term 'non-Government facility' also shall include the services and property of any of the foregoing furnishing such training." (Sec. 3, P.L. 85-507)

1/The definition included in the Act for the terms "department" and "training" (Section 3(2) and (5), respectively) are presented above.

The Commission has incorporated the above definitions in its Regulations and has defined a number of other terms:

Section 39. _____ Definitions -- For the purpose of this part:

- (a) The term "Act" means the Government Employees Training Act, Public Law 85-507 (72 Stat. 327).
- (b) The terms "Government," "department," "employee," "Commission," "training," "Government facility," and "non-Government facility" have the meanings given to these terms by Section 3 of the Act.
- (c) The term "training by, in, or through Government facilities" means any unit of training in which only Government facilities are used for instructions.
- (d) The term "training by, in, or through non-Government facilities" means any unit of training, regardless of where conducted, in which the services of a non-Government person or organization are used for instruction.
- (e) The term "short period of training by, in, or through non-Government facilities" means any such training that does not exceed forty hours within a single training course or program.

[NOTE: Property that is rented or leased by the Government or that is loaned to the Government for its use is considered to be "substantially controlled" by the Government for purposes of this section.]

RESPONSIBILITIES

Agency Responsibilities

- The head of each department is responsible for
- ✓ determining the training needs of his department;
 - ✓ establishing and operating training programs to meet these needs;
 - ✓ determining the kinds of training to be provided and the training facilities to be used;
 - ✓ selecting and assigning employees for training;
 - ✓ determining the method and extent to which his department will finance the expenses of training;
 - ✓ evaluating the results of training;
 - ✓ reporting to the Commission on training activities; and
 - ✓ encouraging the self-education, self-improvement, and self-training of employees of his department.

These responsibilities are to be carried out within the framework of law, Executive Order, and Commission regulations and instructions.

Commission Responsibilities

- The Civil Service Commission is responsible to the President for
- promoting, coordinating, and facilitating training activities under the Act;
 - issuing Governmentwide training regulations;
 - collecting and making available training information; and
 - reviewing and reporting on specified activities authorized by the Act.

The Commission is also responsible, under authority delegated by E.O. _____, for excepting agencies or employees from various provisions of the Act and for issuing regulations governing acceptance of contributions, awards, and payments from non-Federal organizations under authority of Section 19(a) of the Act.

The Commission is authorized to waive certain of the controls prescribed for out-service training or to impose additional controls on such training. It is not authorized, however, to regulate the types, methods or details of intra-departmental training.

White House Responsibilities

- The President is responsible for
- designating any Presidential appointees to be trained under the Act;
 - supervising and controlling the training activities of the agencies and the Commission's discharge of the functions assigned it by the Act;
 - receiving for appropriate action CSC reports on any continued non-compliance with the Act or the regulations; and
 - approving for transmittal to Congress certain reports on activities under the Act.

DETERMINING TRAINING NEEDS AND REQUIREMENTS

do regularly
Department heads are required both by law and by Executive order to make periodic reviews to determine their training needs. This requirement is contained in the following provisions of the Act and of E.O. _____:

7
was
rephrased
"Within ninety days after the date of enactment of this Act and at least once every three years after the expiration of such ninety-day period, the head of each department shall conduct and complete a review of the needs and requirements of such department for the training of employees under its jurisdiction...."
(Sec. 5, PL 85-507)

and
"The head of each department shall...review periodically the immediate and long-range needs of the department for employee training and in so doing take special care to identify those instances in which training will increase the economy and efficiency of departmental operations..."
(Sec. 2(a), E.O. _____)

Sec. 39. Regulation.

- (a) In conducting the reviews of training needs required by Section 5 of the Act and of Executive order, each department shall
- (1) consider any pertinent information available through existing management records such as inspection reports, management audits, production and staffing studies; and
 - (2) consider the needs of all categories of employees.
- (b) Reviews shall be conducted in such manner and with such frequency (but no less frequently than once every three years) as the department finds best to meet the requirements of the Act, E.O. _____, and these regulations and to provide sound bases for planning the training to be provided under the Act.

7-Planning
[Advisory Note: For best results, the reviews should be conducted in a planned and systematic manner. They should be based on realistic assessment of organizational conditions and operating problems (in terms of the department's mission and program of objectives) as well as on an over-all assessment of the performance and potential of the department's workforce. They should take into consideration future staffing needs, and potential for meeting those needs.

" "
The needs identified should represent conclusions of line management as well as those of personnel and training staffs.

The process of need determination should provide reasonable opportunities for employees to express their ideas and desires with respect to any training it has been determined that they should take.

The Commission's inspection staff will inquire, in the normal course of inspection, both about the steps taken to comply with the requirements of law, Executive order, and regulation and about the findings resulting from the reviews. The Commission will not, however, require regular reports on these matters, nor will it require documentation of the results of the training reviews.

ESTABLISHING TRAINING PROGRAMS

General Principles, Standards, and Related Requirements

"...It is necessary and desirable in the public interest that self-education, self-improvement, and self-training by...employees be supplemented and extended by Government-sponsored programs for the training of such employees....Such programs shall be continuous in nature, shall be subject to supervision and control by the President and review by the Congress, and shall be so established as to be readily expansible in time of national emergency." (Sec. 2, P.L. 85-507)

"Within two hundred and seventy days after the date of enactment of this Act, the head of each department shall prepare, establish, and place in effect a program or programs, and a plan or plans thereunder, in conformity with this Act, for the training of employees...by, in, and through Government facilities and non-Government facilities....Each such program, and plan or plans thereunder, shall conform, on and after the effective date of the regulations prescribed by the Commission under Section 6 of this Act, to the principles, standards, and related requirements contained in such regulations then current, shall be operated and maintained in accordance with the provisions of this Act, and shall provide for adequate administrative control by appropriate authority....Each such program shall provide for the encouragement of self-training by employees by means of appropriate recognition of resultant increases in proficiency, skill, and capability." (Sec. 7, P.L. 85-507)

"The program or programs of each department for the training of employees by, in, and through Government facilities under authority of this Act...shall provide for training, insofar as practicable, by, in, and through those Government facilities which are under the jurisdiction or control of such department...." (Sec. 8, P.L. 85-507)

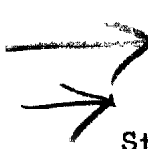
"The head of each department...shall...formulate plans of action to meet...training needs; establish and maintain, to the maximum extent feasible, needed training programs; establish adequate administrative controls to insure that training increases the economy and efficiency of operations, improves the performance of employees, and otherwise aids effective operation and attainment of program goals; stimulate and encourage employee self-development and self-training...." (Sec. 2, E.O. _____)

Sec. 39. Regulation.

- (a) The head of each department shall determine, and shall make known in writing, the policies which are to govern the training of employees of the department. These policies shall include a statement of the broad purposes for which training will be given and of the assignment of responsibilities for seeing that these purposes are achieved.

- (b) The head of each department also shall take such administrative action as is necessary to insure
- (1) that the department's organizational and administrative provisions for training are as adequate as needs justify and circumstances permit; and
 - (2) that information with respect to the general conduct of the department's training program is available to enable the Civil Service Commission, the President, and the Congress to discharge their respective responsibilities under the Act.
- (c) Training programs established by the departments under authority of the Act shall, to the maximum extent feasible,
- (1) be based on actual needs, existing or reasonably foreseeable;
 - (2) meet as many of these needs as the department can afford to meet;
 - (3) be integrated with other personnel management and operating activities.

Advisory Note: Policy has been defined as "a settled or definite course or method adopted and followed by a government, institution, body, or individual". Executives who establish a policy are affirming a purpose which they want to have bind the thinking and action of the entire organization. A good policy statement should:

- 
1. state that purpose for the guidance of all concerned, and commit all levels of management to comply in practice with the requirements of the policy;
 2. be realistic, clear, and definite in terms of assignment of responsibility;
 3. leave room for exercise of discretion, within the framework of the policy, by those persons who are responsible for its application; and
 4. be authoritative--which means that it will ordinarily be issued by or in the name of the chief executive of the organization.

Statements of training policy frequently prescribe or authorize specified types of training; many include definite provisions for seeing that the stated policy is carried out in practice; and they often provide for a committee of both line and staff officials who advise, among other things, on need determination, planning, and evaluation of training.

With respect to the adequacy of administrative provisions for training, attention is called to the December 11, 1957, letter written heads of departments by the President's Special Assistant for Personnel Management and to Budget Circular No. ____ which recognizes certain priorities for training. Experienced departments have found that maximum benefits are realized from training when suitable provisions for technical assistance are made. These departments require the designation of a person--whether or not he is a full-time training officer--to assume specific staff responsibility for training. Such designation does not relieve any other person, especially the line operator, from the basic training responsibilities inherent in his job, but it does prevent disintegration of the staff responsibility through dispersion.

Selection and Assignment of Trainees

39. Regulation.

- (a) The head of each department shall establish such procedures as are necessary to insure eligible employees reasonable equality of opportunity for consideration in selection for training which normally results in promotion.
- (b) With respect to selection and assignment of employees to training by, in, and through non-Government facilities, the head of each department shall provide
- (1) that authority to authorize attendance at training courses of more than forty hours duration be held at a sufficiently high administrative level to insure that the policies and views of the department head are reflected in each decision; and
 - (2) that each assignment of an employee who is stationed within the continental limits of the United States to training outside these limits be approved by a specifically designated official at the departmental level of the organization.

[Advisory Note: When needed training is to be given to some, but not all, employees in a given occupational or organizational group or level, selection from among those who might be trained should ordinarily be based upon considerations which include

- 1) the relative degree of employees' need for training or potential for advancement;
- 2) the relative extent to which employees' knowledge, skill, attitudes, or behavior are likely to be improved by training;
- 3) the relative extent to which employees are believed willing and able to apply the training upon return to the job;
- 4) the relative length of time, and degree to which, the department expects to benefit from the employees' improved knowledge, skill, attitudes, and/or behavior;
- 5) training opportunities previously afforded employees by the department;
- 6) the employees' own interest in and efforts to improve their work.]

Utilization of Trainees

39. Regulation. Each department shall provide that consideration be given to significant training and self-development activities undertaken by its employees in making work assignments and in effecting position changes within the department.

Evaluation

39. Regulation. Each department shall provide for evaluation of the results and effects of training programs that it conducts and training plans that it develops under the Act. Such evaluation shall be conducted in such manner and with such frequency as the department head considers most appropriate to his situation.

Advisory Note: Evaluation plans should usually provide, as a minimum, for obtaining as much information as is administratively practical and for making informed judgments about

- (1) the extent to which specific training courses produce the changes they are intended to produce in employee knowledge, skills, attitudes, or behavior;
- (2) the extent to which the training programs that are provided cover the areas of greatest need; and
- (3) any need for modification in the coverage or conduct of such training programs.

Interchange of Training Information

39. Regulation. Each department shall, at such times and in such manner as it deems appropriate, inform the Civil Service Commission, or such other departments as it believes may be especially concerned, of new, different, or particularly successful training practices or materials which it develops or acquires, which it considers of probable interest to others, and which it can share without detriment to its own training activities.

Advisory Note: The Commission will continue to collect training materials from agencies in the normal course of its inspecting, consulting, research, and library reference service activities. In Washington, the materials so acquired are now centralized in the Library where they are readily available for agency reference. Limited service of this kind is also available in some regional offices of the Commission.

Reports

"Each department annually shall prepare and submit to the Commission, at such times and in such form as the Commission shall prescribe, reports on the programs and plans of such department for the training of employees by, in, and through Government facilities and non-Government facilities under authority of this Act. Each such report shall contain

- (1) such information as the Commission deems appropriate with respect to the expenditures of such department in connection with such training,
- (2) the name of each employee of such department (other than students participating in any cooperative educational program) who, during the period covered by the report, received training by, in, or through a non-Government facility for more than one hundred and twenty days; the grade, title, and primary duties of the position held by such employee; the name of the non-Government facility from which such training was received; the nature, length, and cost to the Government of such training; and the relationship of such training to official Government duties,
- (3) the name of each employee of such department who, during the period covered by the report, received a contribution or award in the manner provided by Section 19(a) of this Act,
- (4) a statement of the department with respect to the value of such training to the department,
- (5) estimates of the extent to which economies and improved operations have resulted from such training, and
- (6) such other information as the department or the Commission deems appropriate." (Sec. 18(a), P.L. 85-507)

Sec. 39. Regulation.

- (a) The reports required by Sec. 18(a) of the Act shall be prepared for each fiscal year and shall reach the Commission by August 15 of the succeeding fiscal year.

- (b) Such reports shall include brief narrative statements
- (1) outlining in its first report to the Commission under this section, the department's training policies and overall program and, in each subsequent report, any major changes in policy, shifts in program emphasis, or other significant developments;
 - (2) assessing generally the value of training to the department and the extent to which economies and improved operations have resulted;
 - (3) summarizing the department's expenditures for training by, in, or through non-Government facilities including, separately, the total estimated expenditures for (a) tuition, (b) related fees, (c) travel, and (d) per diem;
 - (4) furnishing the names of any employees failing to complete the service they are obligated, in accordance with Section 11 of the Act, to complete following training by, in, or through a non-Government facility, together with a brief account of the reason for such failure and of action taken to recover the additional expenses incurred by the Government in connection with their training.
- (c) Information regarding employees (other than students participating in cooperative education programs) receiving training by, in, or through non-Government facilities for more than 120 days shall be reported separately but shall be transmitted with the report called for in paragraph (b) of this section.
- (d) Information regarding employees who, under authority of Section 19(a) of the Act, receive from non-Federal sources contributions or awards incident to training in non-Government facilities shall be reported separately but shall be transmitted with the report called for in paragraph (b) of this section.

"The Commission shall include in its annual report a statement, in such form as shall be determined by the Commission with the approval of the President, with respect to the training of employees of the Government under authority of this Act. Each such statement shall include--

- (1) a summary of information with respect to the operation and results of the programs and plans of the departments,
- (2) a summary of information received by the Commission from the departments in accordance with Subsection (a) of this Section /Sec. 18 of the Act/, and
- (3) such recommendations and other matters as the President of the Commission may deem appropriate or which may be required by the Congress." (Sec. 18(b), P.L. 85-507)

"The Commission annually shall submit to the President for his approval and for transmittal to the Congress a report including the information received by the Commission from the departments under paragraphs (2) and (3) of Subsection (a) of this Section /Sec. 18 of the Act/."

(Sec. 18(c), P.L. 85-507)

INTERAGENCY TRAINING

"Two or more departments jointly may operate under any such training program."
(Sec. 7, P.L. 85-507)

"The program or programs of each department for the training of employees by, in, and through Government facilities under authority of this Act...shall provide for the making by such department to the extent necessary and appropriate, of agreements with other departments, and with other agencies in any branch of Government, on a reimbursable basis if so requested by such other departments and agencies and for extension to employees of such department of training programs of such other departments."
(Sec. 8, P.L. 85-507)

"The head of each department...shall...utilize the training facilities and services of other Federal departments and agencies when they are reasonably available and economical; provide training facilities and services to other departments and agencies when practical and without interference with the department's mission; and, cooperate in the development of interdepartmental employee development and training activities."
(Sec. 2(f), E.O. _____)

Sec. 39. Regulation.

- (a) No department or agency shall be required to make its training programs or facilities available to others if it needs the full capacity of its facilities for the training of its own employees or if, in its judgment, the participation of others would be incompatible with the effective conduct of its own training program.
- (b) Each department shall be responsible for determining whether its training programs and facilities are to be made available to employees of other departments.
- (c) Each department shall be responsible for determining whether training programs or facilities offered by other departments are suitable, timely, "reasonably" available, and adequate to meet its training needs.

TRAINING IN NON-GOVERNMENT FACILITIES

General Authority and Requirements

"The head of each department is authorized to enter into agreements or make other appropriate arrangements for the training of employees of such department, by, in, or through non-Government facilities in accordance with this Act, without regard to Section 3709 of the Revised Statutes (41 U.S.C. 5)." (Sec. 9(a), P.L. 85-507)

Advisory Note: The last clause of the quoted provision has the effect of exempting training in non-Government facilities from competitive bid procedures. There will be some cases, however, especially any in which a substantial contract for group instruction is made, in which departments will wish to obtain bids simply as a matter of sound administrative practice.⁷

"The program or programs of each department for the training of employees by, in, and through non-Government facilities under authority of this Act shall

- (1) provide for information to be made available to employees of such department with respect to the selection and assignment of employees for training by, in, and through non-Government facilities and the limitations and restrictions applicable to such training in accordance with this Act, and
- (2) give appropriate consideration to the needs and requirements of such department in recruiting and retaining scientific, professional technical, and administrative employees." (Sec. 9(b), P.L. 85-507)

Advisory Note: Information with respect to selection and assignment for training in non-Government facilities may be furnished to employees in general terms, possibly even through the department's training policy statement. It is desirable, however, to provide to each employee who is assigned to training in non-Government facilities specific information with respect to the limitations and restrictions applicable to such training.⁷

General Prohibitions

"Nothing contained in this Act shall be construed to authorize the selection and assignment of any employee for training by, in, or through any non-Government facility under authority of this Act, or the payment or reimbursement by the Government of the costs of such training, either (1) for the purpose of providing an opportunity to such employee to obtain an academic degree in order to qualify for appointment to a particular position for which such academic degree is a basic requirement or (2) solely for the purpose of providing an opportunity to such employee to obtain one or more academic degrees." (Sec. 13, P.L. 85-507)

"No part of any appropriation of, or of any funds available for expenditure by, any department shall be available for payment for the training of any employee by, in, or through any non-Government facility teaching or advocating the overthrow of the Government of the United States by force or violence, or by or through any individual with respect to whom determination has been made by a proper Government administrative or investigatory authority that, on the basis of information or evidence developed in investigations and procedures authorized by law or Executive Orders of the President, there exists a reasonable doubt of his loyalty to the United States." (Sec. 14, P.L. 85-507)

"Nothing in this Act shall be construed to authorize the training of any employee by, in, or through any non-Government facility any substantial part of the activities of which is (1) the carrying on of propaganda, or otherwise attempting, to influence legislation or (2) the participation or intervention in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office. (Sec. 19(d), P.L. 85-507)

Sec. 39. Regulation.

- (a) The training of an employee by, in, or through a non-Government facility for the purpose of filling a position by promotion is prohibited if there is in the department concerned another employee of equal ability and suitability who is fully qualified to fill such position and is available at, or within a reasonable distance from, the place or places where the duties of such position are to be performed.
- (b) Training of employees by, in, or through a non-Government facility may be authorized only after determination by the head of the department concerned that adequate training for such employees by, in, or through a Government facility is not reasonably available and that appropriate consideration has been given to the then existing or reasonably foreseeable availability and utilization of fully trained employees.

Advisory Note: A department would ordinarily determine that training within Government is not reasonably available if: (a) it finds that no existing training within its own organization would adequately meet the need; (b) it finds that it could not practicably provide intra-agency training that would meet the need effectively, economically, and on time; and (c) reasonable inquiry has failed to disclose the availability of suitable and adequate training elsewhere in Government.

Computing Time in Training

The Commission has approved the following principles for use in computing time in training by, in, or through non-Government facilities for all purposes of Public Law 85-507:

- (a) In the case of full-time training by, in, or through non-Government facilities, time in training is equal to the time that an employee spends in a pay status during the period of training, regardless of the amount of time that he spends in actual instruction or study. (For most employees, this would be 40 hours a week.)
- (b) In the case of other training by, in, or through non-Government facilities, time in training is equal to the time that an employee actually spends with the non-Government instructor or in the class or laboratory work that is conducted by, in, or through the non-Government facilities.

Examples:

- (1) An employee is assigned during regular working hours to a course which is given on Mondays, Wednesdays, and Fridays, 2 hours each day for 10 weeks, in a non-Government training institution. The 60 hours of training spent at the non-Government facility are recorded and controlled under the various provisions of the Government Employees Training Act pertaining to training by, in, or through non-Government facilities.
- (2) An employee is sent at Government expense after the employee's regular work hours to take a university course which, in a period of 22 weeks, requires his attendance for 60 hours. The 60 hours are recorded and controlled as in example (1).⁷

Only that training is to be counted in computing time in training by, in, or through non-Government facilities that is given to employees while they are on duty, or that is otherwise paid for in whole or in part by the Government under authority of Public Law 85-507.

Selection of Non-Government Facilities for Training

Sec. 39. Regulation. Each department shall use as the principal criterion for selection of Non-Government training facilities the ability of such facilities to meet the department's training needs effectively, economically, and in timely fashion.

Advisory Note: In many cases (as, for example, manufacturers' training on operation or repair of their equipment) there will be only one facility that can provide training. When there is a choice among facilities, departments should take into consideration such factors as competency to provide the particular training needed; geographic accessibility of the training facility; availability of training at the particular time or place it is needed; cost; practicality of the administrative arrangements involved; and any other specific factors which in their opinion bear upon the institution's ability to meet their needs. In some instances accreditation might also be a factor to be considered. In others, some effort to distribute training assignments equitably among several equally acceptable training facilities would undoubtedly be wise.

Departments cannot, of course, select a non-Government training facility the use of which is prohibited by Sections 14 or Section 19(d) of the Act.

Sources of possible assistance to agencies attempting to evaluate training facilities whose competence they do not know include: trade and professional groups; other organizations whose employees have been trained; state accrediting bodies; the Office of Education; and agency committees of employees who are expert in the field in which training is to be given.]

Limitations on Training of Employees Through Non-Government Facilities

"(a) The training of employees by, in, and through non-Government facilities under authority of this Act shall be subject to the following provisions:

- (1) The number of man-years of such training by, in, and through non-Government facilities for each department in any fiscal year shall not exceed 1 per centum of the total number of man-years of civilian employment for such department in the same fiscal year as disclosed by the budget estimates for such department for such year.
 - (2) No employee having less than one year of current, continuous civilian service in the Government shall be eligible for such training unless the head of his department determines, in accordance with regulations of the Commission, that such training for such employee is in the public interest.
 - (3) In the first ten-year period of his continuous or non-continuous civilian service in the Government following the date of his initial entry into the civilian service of the Government, and in each ten-year period of such service occurring thereafter, the time spent by an employee in such training shall not exceed one year.
 - (4) The Commission is authorized, in its discretion, to prescribe such other limitations, in accordance with the provisions and purposes of this Act, with respect to the time which may be spent by an employee in such training, as the Commission deems appropriate.
- (b) The Commission is authorized, in its discretion, to waive, with respect to any department or part thereof or any employee or employees therein, any or all of the restrictions covered by subsection (a) of this section, upon recommendation of the head of the department concerned, if the Commission determines that the application of any or all of such restrictions to any department or part thereof or employee or employees therein is contrary to the public interest. The Commission is further authorized, in its discretion, to reimpose in the public interest, with respect to any such department or part thereof, or any such employee or employees therein, any or all of the restrictions so waived."
(Sec. 12, P.L. 85-507)

The Commission has determined that it would be contrary to the public interest to require application of the limitations contained in Section 12(a)(1) through (3) of the Act to all short periods of training by, in, or through non-Government facilities. Accordingly, it has waived these restrictions with respect to all employees covered by the Act, insofar as such short periods of training are concerned, as follows:

Sec. 39. _____ Limitations on Training of Employees Through Non-Government Facilities

- (a) The limitations on training by, in, or through non-Government facilities contained in Section 12(a)(1) through (3) in the Act shall be applied to the training of all employees by, in, or through non-Government facilities except as provided in paragraph (b) of this section.
- (b) The requirement for applying the limitations contained in Section 12(a)(1) through (3) in the Act is waived for employees assigned to short periods of training by, in, or through non-Government facilities, as defined in Section 39. _____. This waiver shall apply to such employees only insofar as their assignment to short periods of training is concerned.

NOTES: 1. All recommendations for additional waivers under Section 12(b) are to be submitted to the Central Office of the Commission by the heads of the departments concerned. Each such recommendation should be accompanied by information on the following points:

- a) the employee or employees or the part of the department for which the waiver is requested;
- b) the specific restrictions for which the waiver is requested;
- c) the period during which the department desires the waiver to be effective;
- d) the factors that make the department consider that waiver is justified in the public interest.

2. The limitations contained in Section 12(a) of the Act relate specifically to training conducted under authority of the Act. Accordingly, even if an employee has already received some training under other legislative authority, he is eligible to receive a full year of training by, in, or through non-Government facilities under the new Act during his current ten-year period of civilian service in the Government (computed as described in Section 12(a)(3) of the Act). Similarly, in applying the limitations of Section 12(a)(1) and (2), training is not to be counted if it is conducted under legislative authority other than the Act itself.

Agreements to Continue in Service

The Act requires that employees sign certain written agreements before they may be assigned to training by, in, or through non-Government facilities:

"(a) Each employee who is selected for training by, in, or through a non-Government facility under authority of this Act shall, prior to his actual assignment for such training, enter into a written agreement with the Government to the effect that (1) after the expiration of the period of his training, he will continue in the service of his department for a period at least equal to three times the length of the period of such training unless he is involuntarily separated from the service of his department, and (2) if he is voluntarily separated from the service of his department prior to the expiration of the period for which he had agreed to continue in the service of his department after such period of training, he will pay to the Government the amount of the additional expenses incurred by the Government in connection with his training. No employee selected for such training shall be assigned thereto unless he has entered into such agreement." (Sec. 11(a), P.L. 85-507)

Sec. 39. Regulation, Agreements to Continue in Service.

- (a) For purposes of administering Section 11 of the Act,
- (1) the period of time an employee is required to agree to continue in the service of his department shall begin on the first work day following his completion of the total period of training covered by his agreement;
 - (ii) "additional expenses incurred by the Government in connection with his training" means any or all of the expenses of training authorized to be paid under Section 10(2) of the Act, but not salary, pay, or compensation.
- (b) The following groups of employees are excepted from the requirement for entering into written agreements that is contained in Section 11(a) of the Act:
- (i) employees selected for training by, in, or through non-Government facilities that involves no expense to the Government other than their salary, pay, or compensation, but only insofar as such training is concerned;
 - (ii) employees selected for short periods of training by, in, or through non-Government facilities as defined in Section 39. _____, but only insofar as such short periods of training are concerned.

Advisory Note: The Act sets a minimum, but not a maximum, requirement with respect to the length of time an employee is obligated to continue in the service of his department after completion of training. The length of time which he must agree to continue in the department's service may, therefore, be increased by administrative action of the department concerned. Such action might well be justified by the costs of the training, or by other considerations specific to individual situations. Similarly, despite the provisions of Sec. 39. (b)(1) of the Regulations, a department might want to take administrative action to require an employee to agree to continue in its service following training that involves no expense to Government other than the employee's salary.⁷

"An employee who, by reason of his entrance into the service of another department or of any other agency in any branch of the Government, fails to continue, after his training, in the service of his department for the period specified in such agreement, shall not be required to pay to the Government the amount of the additional expenses incurred by the Government in connection with his training unless the head of the department which has authorized such training notifies the employee prior to the effective date of his entrance into the service of such other department or agency that such payment will be required under authority of this section." (Sec. 11(b), P.L. 85-507)

Sec. 39. Regulation. Failure to Fulfill Agreement to Continue in Service

The prior notice to be given by a department head under section 11(b) of the Act shall be given as soon as practicable after an employee covered by that section informs the department of his intention to enter the service of another department.

Instruction: If an employee gives as much as two weeks notice, the department which authorized the training for which the Government is to be repaid is to give the required notice to the employee at least five days before his separation from the department is effective.⁷

The Act provides for the recovery of training expenses of employees who do not complete the required service after training, but it permits waiver of such recovery in special cases:

"If an employee (other than an employee relieved of liability under subsection (b) of this section or under subsection (b) of section 4) fails to fulfill his agreement to pay to the Government the additional expenses incurred by the Government in connection with his training, a sum equal to the amount of such additional expenses of training shall be recoverable by the Government from such employee or his estate (1) by setoff of accrued salary, pay, compensation, amount of retirement credit, or other amount due such employee from the Government and (2) by such other method as may be provided by law for the recovery of amounts owing to the Government.

The head of the department concerned may, in accordance with regulations of the Commission, waive in whole or in part any right of recovery under this subsection, if it is shown that such recovery would be against equity and good conscience or against the public interest." (Sec. 11(c), P.L. 85-507)

Sec. 39. Regulation.

- (a) The head of a department, or a representative especially designated by him for this purpose, may waive in whole or in part any right of recovery under Sec. 11(c) of the Act when he finds that such recovery would be against equity and good conscience or against the public interest.
- (b) Delegation of authority to act for the head of a department under paragraph (a) of this section shall be held to as high an administrative level as practicable in order to insure that the viewpoint of the department head is reflected in each decision.

Advisory Note: Section 39. (a) will permit departments to pro-rate, or to waive completely, if they consider it to be in the interest of equity and good conscience, to do so, repayments that would otherwise be required, for example, (a) of an employee who has completed most, but not all of the required period of service; (b) of an employee who is forced to resign because of personal illness or serious illness of some other member of his immediate family; or (c) an employee who because of some other severe hardship is unable to make the required repayment.

It will permit a department to waive repayment, if it considers it to be in the public interest to do so, in cases where an employee goes to a position in which he continues to provide constructive, even though not necessarily direct, service in furtherance of the department's own program as, for example, when an employee moves from the Federal level to the State level of a jointly operated Federal-State program, or a program of Federal assistance to States.⁷

Commission Review of Programs of Training Through Non-Government Facilities

"The Commission shall review at such times and to such extent as it deems necessary, the operations, activities, and related transactions of each department in connection with the program or programs, and the plan or plans thereunder, of such department for the training of its employees by, in, and through non-Government facilities under authority of this Act in order to determine whether such operations, activities, and related transactions are in compliance with such programs and plans, with the provisions and purposes of this Act, and with the principles, standards, and related requirements contained in the regulations of the Commission prescribed thereunder. Upon request of the Commission, each department shall cooperate with and assist the Commission in such review. If the Commission finds that noncompliance exists in any department, the Commission, after consultation with such department shall certify to the head of such department its recommendations for modification or change of actions and procedures of such department thereafter in connection with such training programs and plans. If after a reasonable time for placing such recommendations in effect the Commission finds that noncompliance continues to exist in such department, the Commission shall report such noncompliance to the President for such action as he deems appropriate."

(Section 15, PL 85-507)

PAYMENT OF TRAINING EXPENSES

The head of each department in accordance with regulations issued by the Commission under authority of section 6(a) (8) is authorized, from funds appropriated or otherwise available to such department, (1) to pay all or any part of the salary, pay, or compensation (excluding overtime, holiday, and night-differential pay) of each employee of such department who is selected and assigned for training by, in, or through Government facilities or non-Government facilities under authority of this Act, for each period of such training of such employee, and (2) to pay, or reimburse such employee for, all or any part of the necessary expenses of such training, without regard to section 3648 of the Revised Statutes (31 USC 529), including among such expenses the necessary costs of (A) travel and per diem in lieu of subsistence in accordance with the Travel Expense Act of 1949, as amended, and the Standardized Government Travel Regulations, or, in the case of commissioned officers of the Coast and Geodetic Survey in the Department of Commerce, section 303 of the Career Compensation Act of 1949, as amended, and the Joint Travel Regulations for the Uniformed Services; (B) transportation of immediate family, household goods and personal effects, packing, crating, temporary storage, drayage, and unpacking in accordance with the first section of the Administrative Expenses Act of 1946, as amended, and Executive Order Number 9805, as amended (except that in the case of commissioned officers of the Coast and Geodetic Survey in the Department of Commerce, such expenses shall be paid under section 303 of the Career Compensation Act of 1949, as amended, and the Joint Travel Regulations for the Uniformed Services), whenever the estimated costs of such transportation and related services are less than the estimated aggregate per diem payments for the period of training, (C) tuition and matriculation fees, (D) library and laboratory services, (E) purchase or rental of books, materials, and supplies, and (F) other services or facilities directly related to the training of such employee. Such expenses of training shall not be deemed to include membership fees except to the extent that such fees are a necessary cost directly related to the training itself or that payment thereof is a condition precedent to undergoing such training.

(Sec. 10, PL 85-507)

Section 39.2 Training Expenses

- (a) The head of each department or his designated representative (or representatives) shall determine which of the expenses that are directly related to or are a condition precedent to the training of employees of his department constitute necessary expenses of such training under the provisions of Section 10 of the Act.
- (b) The head of each department or his designated representative (or representatives) may pay all or any part of the salary, pay, or compensation (excluding overtime, holiday, and night-differential pay) of employees of his

department receiving training under the Act and pay or reimburse such employees, in whole or in part, for the necessary expenses of such training as determined under paragraph (a) of this section.

- (c) The head of each department or his designated representative (or representatives) shall establish such procedures as he deems necessary to insure that interests of the Government are protected when payments of salary, pay, or compensation and payments or reimbursements for necessary expenses of training are made by his department under authority of Section 10 of the Act.
- (d) This section does not serve to restrict payments of training expenses otherwise appropriate under programs conducted in accordance with Section 20 of the Act.
(Regulation)

CONTRIBUTIONS, AWARDS, AND PAYMENTS
FROM NON-FEDERAL SOURCES

"To the extent authorized by regulation of the President, contributions and awards incident to training in non-Government facilities may be made to and accepted by employees, and payment of travel, subsistence, and other expenses incident to attendance at meetings may be made to and accepted by employees, without regard to the provisions of section 1914 of title 18 of the United States Code: Provided, That such contributions, awards, and payments are made by an organization determined by the Secretary of the Treasury to be an organization described in section 501(c) (3) of the Internal Revenue Code of 1954 which is exempt from taxation under section 501(a) of such Code."
(Section 19(a), PL 85-507)

"Whenever, under the authority of subsection (a), a contribution, award, or payment, in cash or in kind, is made to an employee for travel, subsistence, or other expenses, an appropriate reduction in accordance with regulations of the Director of the Bureau of the Budget shall be made from any payment by the Government to such employee for travel, subsistence, or other expenses incident to training in a non-Government facility or incident to attendance at a meeting."
(Section 19(c), PL 85-507)

"The head of each department shall...approve the acceptance of any contributions, awards, or payments to employees authorized by Section 19(a) of the Act and regulations issued by the Commission pursuant to section 4(b) of this Order only when he deems such contributions, awards, or payments appropriate to meet reasonable costs incurred or to be incurred by the recipient incident to the training or attendance at a meeting and when, in his view, the purpose, amount and type of contribution, award or payment would not place or tend to place the recipient under any improper obligation to the grantor."
(Sec. 2(g) E.O. _____)

Sec. 39. Regulation.

- (a) Scope. (1) This section relates to contributions, awards, and payments made to employees, or on their behalf, by non-Federal organizations in connection with training that the employees receive in non-Government facilities or meetings that they attend, either (i) partially or wholly within periods when they are on duty; or (ii) at such other times as their departments pay the expenses of such training or of attendance at such meetings in whole or in part.
- (2) This section does not limit the authority of department heads to establish any procedures that they consider appropriate concerning the acceptance of contributions, awards, and payments in connection with any training and meetings that are outside the scope of this section.
- (b) Acceptance of Contributions, Awards, and Payments. No employee may accept a contribution, award, or payment (whether these are made in cash or in kind) that falls within the scope of this section without specific written authorization granted under (c), below.

- (c) Authority of Departments to Authorize Acceptance. The head of a department (or any representative especially designated by him for this purpose in accordance with paragraph (c)(2), below), may authorize an employee of his department to accept a contribution or award (in cash or in kind) incident to training in non-Government facilities or payment (in cash or in kind) of travel, subsistence, and other expenses incident to attendance at meetings if such contribution, award, or payment is made by an organization determined by the Secretary of the Treasury to be an organization described in section 501(c)(3) of the Internal Revenue Code of 1954 which is exempt from taxation under section 501(a) of that Code, and if, in his judgment, the following two conditions are met:
- (1) The contribution, award, or payment is not a reward for past services rendered the organization; and (2) Acceptance of the contribution, award, or payment:
- (i) would not reflect unfavorably upon the ability of the employee to carry out his official duties in a fair and objective manner.
 - (ii) would not compromise the honesty and integrity of Government programs or of Government employees and their official actions or decisions.
 - (iii) would be compatible with the Code of Ethics for Government Service expressed in House Concurrent Resolution 175, 85th Congress, 2d Session, and would otherwise be proper and ethical for the employee concerned under the circumstances in his particular case.
- (d) General
- (1) When more than one non-Federal organization participates in making any single contribution, award, or payment, the "organization" referred to in this section shall be considered to be the one that selects the recipient and administers the funds from which the contribution, award, or payment is made.
 - (2) Designation of Representatives. Heads of departments may designate representatives to act for them in authorizing the acceptance of contributions, awards, and payments under (c), above. Delegation of authority to act in this manner should be held to as high an administrative level as practicable in order to insure (i) that the view point of the department head is reflected in each decision; and (ii) that there is full evaluation of the circumstances of each case in the light of the conditions set forth in (c), above.

(e) Records

- (1) Each department shall maintain, in such form and manner as the department head considers appropriate, the following records in connection with each contribution, award, or payment made and accepted under authority of this section: the name of the recipient; the name of the organization; the amount and nature of the contribution, award, or payment and the purpose for which it is to be used; and a copy of the written authorization granted in accordance with (b), above.

Notes

Departments would be wise to consider the following factors in determining whether acceptance of a contribution, award, or other payment should be authorized in any given instance:

- (1) The general reputation and standing of the organization offering the contribution, award, or payment.
- (2) The duties and responsibilities of the employees concerned and their relationship to the interests of the organization.
- (3) The relationship between the department and the organization, with particular reference to any special responsibilities that the department has with respect to the organization in such matters as issuing licenses, inspecting, regulating, making grants, or setting standards.
- (4) The source of the funds that will be used for the contribution, award, or payment (if the organization is not providing its own funds for this purpose).
- (5) The factors used in selecting the employees as a recipient.
- (6) The nature and amount of the contribution, award, or payment; the terms placed upon its acceptance; and the purposes for which it is to be used.
- (7) The compatibility of acceptance with any specific rules of conduct established by law and by the department for its own employees.

APPENDIX

Training Report

Section 18 (a) (2)

Government Employees Training Act

Date

Department or Agency:

The person* named below received more than one hundred and twenty days of training as indicated by, in, or through a non-Government facility during the fiscal year _____.

1. Name: _____ 2. Grade: _____
Last First Middle Initial

3. Title:

4. Primary Duties:

5. Training Facility:

6. Course:

7. Training,
Category:

☐ Professional or Scientific
☐ Supervisory or Management
☐ Technical (including equipment operation, maintenance or repair)
☐ Other

8. Length:

9. Cost to Government: Tuition Related Fees Travel Per Diem Total
\$ \$ \$ \$ \$

10. Relationship of Training to Official Duties:

Draft
For Content Only. A
properly designed form will
be designed and cleared
when content is agreed up-
on.

(Over)

*Not a student in a cooperative educational program.

Note

This form will be a separate part of each department's annual report on training, and will be used only for reporting the information required by Section 18 (a) (2) of the Government Employees Training Act.

Instructions

This form will be prepared in sufficient quantity for 3 copies to reach the Commission, and completed as follows:

- Items 1 through 4. As indicated.
- Item 5. The organization conducting the training.
- Item 6. Title of the course.
- Item 7. Indicate appropriate type.
- Item 8. The course duration prescribed by the training facility.
- Item 9. As indicated
- Item 10. A brief narrative statement.

CONTRIBUTIONS AND AWARDS REPORT

SECTION 18 (a) (3)

GOVERNMENT EMPLOYEES TRAINING ACT

Department or Agency:

Date

The persons whose names are listed below received contributions and awards incident to training in non-Government facilities during the fiscal year _____.

1. <u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>	2. <u>Award Title or Name</u>	3. <u>Contributing Organization</u>
---------------------	-------------------	-----------------------	-------------------------------	-------------------------------------

Draft
For Content Only
Properly designed form will
be designed and cleared up
when content is agreed up-
on.

(over)

Approved For Release 2000/09/08 : CIA-RDP78-06365A001200030012-4

Note

This form will be a separate part of each department's annual report of training, and will be used only for reporting the information required by Section 18(a) (3) of the Government Employees Training Act. Section 18 (a) (3) pertains only to those contributions and awards from non-Federal organizations in connection with training that employees receive in non-Government facilities either (a) partially or wholly during periods they are on duty, or (b) at such times as their departments pay part or all of the expenses of such training.

Instructions

This form will be prepared in sufficient quantity for 3 copies to reach the Commission and completed as follows:

- Item 1. Recipients will be listed in alphabetical order.
- Item 2. As indicated.
- Item 3. Organization selecting recipient and administering award.

Approved For Release 2000/09/08 : CIA-RDP78-06365A001200030012-4

SAMPLE WRITTEN AGREEMENTS

(To be furnished later)

SAMPLE RECOMMENDATIONS FOR TRAINING
in
NON-GOVERNMENT FACILITIES

(To be furnished later)